



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE TECHNICIAN (TYPING)**

**\$2,686 - \$3,362**

**CONSUMER SERVICES AND MARKETING CONDUCT BRANCH  
CONSUMER COMMUNICATIONS BUREAU  
LOS ANGELES**

### **RESPONSIBILITIES:**

Under the direction of a Supervising Insurance Compliance Officer, the Office Technician will perform duties to include but not limited to: processing all time-sensitive incoming mail; delivering and retrieving files to/from the staff members; properly filing cases in the file room; utilizing various computer applications to compile and provide statistical information to management on a monthly basis, and fully prepare files to be stored. The incumbent has full responsibility for the functions of the front reception desk which is the first point of contact for the public with the California Department of Insurance. This consists of communicating effectively with the public and directing them to obtain appropriate assistance.

### **DESIRABLE QUALIFICATIONS:**

- Good typing skills
- Demonstrated skill in various computer applications, including Microsoft Word, Excel and Outlook
- Excellent communication skills
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence, and originality in performing assigned tasks
- Ability to maintain a courteous and professional demeanor at all times with staff and the public

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or individuals who have list eligibility for Office Technician (Typing). Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

06/06/14 MR

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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## **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Office Assistant (Typing), PSN # 413-373-1139-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – [Malinda.Randolph@insurance.ca.gov](mailto:Malinda.Randolph@insurance.ca.gov).

**FINAL FILING DATE: June 20, 2014**

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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